



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification PROJECT TECHNICIAN III
Posting Number PN# 104609
Department Department of Public Works & Engineering
Division Engineering and Construction Division
Section Engineering Branch
Reporting Location 611 Walker*
Workdays & Hours M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Oversees the coordination, general administrative, C.A.D. drafting and technical support activities to develop, prepare and implement strategies and plans for various Engineering projects. Directs personnel in drafting, designing and plotting activities. Develops and draws plats and profiles. Conducts plan reviews. Performs field checks. Coordinates and monitors equipment and system repairs. Handles inquiries from general public and staff personnel. Coordinates implementation of contracts, projects and plans. Serves as liaison to department and agencies.

WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional moderately heavy lifting, up to 40 pound may be required. The work does occasionally require working in an outdoor environment, exposure to harsh weather, traffic and creatures that live in the environment.

MINIMUM EDUCATIONAL REQUIREMENTS

Require an associate's degree in surveying, drafting, designing or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of related experience, such as engineering, C.A. D. drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for-year bases.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P. 2-2).

PREFERENCES

Preference will be given to the candidates with survey technician experience that have worked in a land surveying environment and understands the terminology, nuances, boundary recovery evidence & procedure, field applications and error propagation of boundary surveying.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 17
\$1201 - \$1,529 Biweekly \$31,226 - \$39, 754 Annually

OPENING DATE May 18, 2005

CLOSING DATE May 24, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

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